



EMPLOYEE HANDBOOK

Your Company's Name

Your company's address
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Effective Date:
Revision Date:



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On behalf of me and your fellow employees, we extend to you a sincere welcome to **YOUR COMPANY**

As an employee, you are the most important part of our Company. Without you and your dedication, **YOUR COMPANY** would not exist. Each employee, directly or indirectly, helps us meet our mission of “*Enhancing Public Safety*” for our Clients, their Customers, Visitors, and Vendors.

We understand that our Clients choose a service provider not for one specific reason, but for a host of reasons. They include staff courtesy, geographic location, variety of services provided, latest technology, cost, and positive recommendations from fellow business owners.

It is important to excel in all these areas. We believe that we will excel if our employees are aware of our goal to improve our Clients’ overall satisfaction. As a result of positive interaction and a pleasant employment environment, we will be able to meet our goal.

Being employed within our Company is an opportunity as well as a great responsibility. How well you carry out your duties vitally affects the quality of services we deliver. Take great pride in your employment, realizing that your performance and service to our Client’s, their Customers, Visitors, and Vendors contributes to our fine reputation as a provider of excellent services.

We are pleased to have you as an employee and anticipate that you will soon enjoy real satisfaction and a sense of accomplishment from your employment.

Sincerely,

President/CEO
YOUR COMPANY

As an employee of the Company it's important for you to be familiar with our Standard Operating Guidelines, Procedures, and Requirements. This Employee Handbook provides an overview of Company Information. Please use this Employee Handbook as a reference guide during your employment with the Company.

You should know that this Employee Handbook does not constitute a contract or establish any legal rights between the Company and its employees. All employees are employed at-will. This means that either you or the Company may end the employment relationship at any time. Nothing in this Employee Handbook is intended to or should be interpreted to limit this right. No Company Representative, other than the President/CEO, has the authority to modify this at-will employment relationship for any employee and any modification must be in writing and signed by the President/CEO of the Company.

The Company reserves the right to amend, alter, change, or modify any information contained in this Employee Handbook if it is determined to be in the best interest of the Company.

It is our belief that the interest of all whom are part of the Company will be best served by maintaining direct working relationships, a belief that we are at our best when working together with our Clients, fellow employees, and with everyone for whom we come in contact with.

We prefer that all employees in the Company interact with each other on a direct personal basis. We understand that each employee is unique and deserves to be treated as an individual.

We are committed to treating all employees fairly and to providing competitive pay and benefits. We welcome suggestions and are dedicated to resolving complaints promptly and fairly. We expect all Supervisors to work to maintain good employee relations and to establish an environment where open communication occurs and employees view union representation as unnecessary.

Please feel free to talk to your Immediate Supervisor if you ever have any questions about this subject

To meet the Company's responsibilities in providing quality services, Attendance and Punctuality are essential. If for any reason you cannot report for duty, you are responsible for calling your Immediate Supervisor at least 04 hours before your scheduled starting time so other staffing arrangements can be made.

Below is a more detailed explanation:

1. You are considered absent if you are not present for duty as scheduled, regardless of the reason. If a pattern of frequent absences have been established, more than 02 days in a 06 month period, your Immediate Supervisor will counsel you and you will be subject to a Verbal Warning. If the pattern continues, you will be subject to a Written Warning and continued Disciplinary Action.

If you are absent for 03 consecutive working days without contacting your Immediate Supervisor, the Company will consider you to have resigned your position, unless you could not contact the Company for reasons beyond your control.

2. You are considered late if you do not report for duty at the scheduled time. If you expect to be late, you should contact your Immediate Supervisor ahead of time. If you do not call in; you must report your tardiness as soon as possible after you arrive for duty. If a pattern of frequent tardiness develops; you will be subject to Verbal and Written Warnings and continued Disciplinary Action.
3. Because the Company continues to function during bad weather, you are expected to make every effort to report for duty regardless of the weather conditions. In severe weather conditions you may be asked to stay on duty for an extra shift during emergency staffing conditions.